

# AFMC Weapon System Pollution Prevention Center Working Group

## Concept of Operations - 02 Apr 97

### 1. Purpose of CWG Activities:

- *Identify and resolve common weapon system pollution prevention problems.*
- *Reduce duplication of effort.*
- *Increase consistency of approach.*
- *Share lessons learned and exchange information.*
- *Facilitate migration of information to other DoD agencies.*
- *Enhance communication among AFMC centers, HQ AFMC, Air Staff, and our customers.*

### 2. Roles and Responsibilities:

#### a. *Chair:*

- Conducts telecons/VTCs/meetings.
- Facilitates discussion among members.
- Present CWG findings at appropriate weapon system forums (e.g. Single Manager Conferences, PM MEB, S&IO MEB, etc.).

#### b. *Primary/Alternate HQ AFMC P2 IPT and Center Representatives:*

- In case of the resignation of the current Chair, the CWG voting members will select a new Chair (from the HQ AFMC P2 IPT) within 30 days.
- Review the charter and concept of operations at least annually and determine when changes are needed.
- Solicit issues from and communicate CWG decisions and deliberations to all single managers (SMs) and environmental, safety, and health (ESH) representatives at their centers.
- Raise issues through the processes outlined herein.
- Keep CWG informed of their center's P2 Initiatives.
- Active participation in meetings, VTCs, telecons, and other CWG taskings.
- Invite appropriate SMs representatives, supporting contractors, and other government/non-government personnel to participate in CWG activities, provide briefings, etc.
- Use the Common CWG Mailbox to post trip reports, meeting minutes, hazard assessments, discussions of issues and action items, status of work performed to meet action item taskings, abstracts or extractions from articles published in professional journals, and any other information on WS P2 topics which may be of interest to CWG participants.

c. *Additional Participants:* In addition to those listed in the CWG charter, participants may also include representatives from the Joint Group on Acquisition Pollution Prevention (JG-APP), the Joint Depot Environmental Panel (JDEP), the National Defense Center for Environmental Excellence (NDCEE), other service WS P2 personnel, other defense agencies, and other government agency personnel with an interest in WS P2.

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- Provide advice and information on problem resolution.
- Raise issues through the processes outlined herein.
- Encouraged to participate in CWG forums and activities.
- Use the Common CWG Mailbox to post trip reports, meeting minutes, hazard assessments, discussions of issues and action items, status of work performed to meet action item taskings, abstracts or extractions from articles published in professional journals, and any other information on WS P2 topics which may be of interest to CWG participants.

d. *ESC CWG Representative:*

- Perform administrative functions of the CWG
- Act as the central repository for CWG records
- Provide administrative support to host centers for the periodic meetings (see paragraph 5.c.) to ensure consistency
- Schedule and organize CWG video-teleconferences
- Manage the common e-mail box and CWG WWW homepage
- Compile accomplishments
- Provide PRO-ACT/Information Exchange with copies of CWG products, summaries of resolved issues, and description of CWG projects

e. *Host center for the periodic meeting:*

- Coordinate all logistics at their location using the checklist provided by the ESC representative as a guide

### 3. Common Problem Identification and Resolution:

a. *Common Problem Identification:*

(1) Definition: A weapon system (WS) environmental, safety, or health (ESH) issue that is of interest to more than one AFMC center.

(2) General: Issues should be broad and inclusive, yet specific enough to be resolvable. Issues should be SMART (i.e. Specific, Measurable, Attainable, Relevant, and Trackable).

(a) Examples of issues the CWG can work:

- Reduction of chemical usage and disposal
- Creating ESH “friendly” manufacturing and maintenance processes
- Institutionalizing P2 into the WS acquisition process
- Improving communication
- Assist in the development of policy
- Incorporating ESH in Specifications, standards, and contracts

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- Developing performance measurements
- Developing Weapon System P2 Tools

(b) Examples of issues the CWG can not work:

- Individual SM problems
- Problems specific to a single WS
- Problems specific to a single AFMC center
- MAJCOM specific problems (other than AFMC)

b. *How issues are raised to the CWG:*

(1) An issue statement may be submitted by any participant, using the following format:

- Name of issue (action required ).
- Summary/brief description of the issue.
- Facts/background.
- Next steps.
- Proposed action(s). Use the action item format shown in paragraph 4.
- OPR/OCR/POCs for the issue.
- Other pertinent information to include: schedule, milestones, and resources needed  
Additional information for proposed WS P2 Tools should include: potential users, development plan, test plan, and resources necessary to develop, test, operate, and maintain.

(2) Process for acceptance of an issue as a common problem:

(a) The OPR/POC advances the draft issue statement and proposed action(s) supporting the issue to the CWG through the common mailbox.

(b) CWG members send comments to the OPR/POC within two weeks.

(c) Over the next two weeks, the OPR/POC incorporates and/or resolves comments and revises the issue statement/action item(s) as appropriate.

(d) The issue is presented at the next VTC or periodic meeting for acceptance. Issues will be accepted through a balloting process, wherein the primary members will vote yes, no, or abstain. Voting members should abstain if the issue does not impact their center's WS P2 programs. In general, if an issue is of interest to two or more centers, the issue should be accepted.

c. *Common Problem Resolution:* After acceptance, depending on the level of interest, issues may: (1) be worked by the interested parties, or (2) be brought into the periodic CWG meetings for discussion and resolution when they make the meeting agenda (see paragraph 5c below). In general,

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a common problem will be considered resolved when all associated actions have been satisfactorily completed. If resources are needed, the OPR will prepare and staff a Pollution Prevention Project Narrative (PPPN) through their Center to the HQ AFMC P2 IPT.

d. *WS P2 Tool Development:* A “tool” is a product, document, process guide, or training course which assists SMs in integrating P2/ESH considerations into their system engineering process. A “tool” is a special case of a common issue and will be worked as described in paragraphs 3 and 4 herein. Except for training courses transferred to a formal school, a completed WS P2 Tool will remain with the OPR for long term maintenance and periodic updating. The OPR will plan/program the funding necessary for this long term maintenance and periodic updating.

#### **4. Action Item Tracking and Closure:**

a. Action items result from the process described in paragraph 3 or from individual actions raised via discussions at VTCs or CWG meetings. Actions items may occasionally be identified during weekly telecons.

##### **b. *Action Item Content/Format:***

- Description of required action(s) with milestones and timeline
- OPR and OCR(s)
- Suspense date
- Action item number
  - Numbered in the format YYMM-XX where
    - YYMM is the year and month the action item arises
    - XX will be a sequence number starting with 01 at the beginning of each calendar year
  - The ESC representative will assign action item numbers
- Closure plan
  - Describe closure requirements
  - For a WS P2 Tool, also describe testing process and out-year funding for long term maintenance
- Current status

c. *Action Item Tracking:* Prior to the meetings, the ESC representative will obtain a current status of open action items from the OPRs. The ESC representative will provide the status of open action items prior to VTCs and CWG meetings.

d. *Action Item Closure:* Action items will be closed at VTCs and/or CWG meetings by a consensus of the primary members.

#### **5. Communications Venues:**

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a. *Weekly Telephone Conferences*: The purpose of the weekly teleconference is primarily for informal information cross-feed. No minutes will be taken. The Chair schedules and arranges for these conferences using teleconferencing capabilities at HQ AFMC. Information on the time and telephone number, as well as projected items for discussion, will be distributed by the Chair via the common mailbox.

b. *Monthly Videoteleconferences (VTCs)*: The purpose of the VTCs are to conduct CWG business and maintain group momentum in-between periodic meetings. The CWG members and participants will identify topics for the VTC agenda and provide them to the ESC representative at least two weeks prior to each VTC. The Chair, assisted by the ESC representative, will prioritize topics and finalize the agenda. The ESC representative will take notes and publish minutes through the common mailbox. VTCs are scheduled and arranged by the ESC representative, and conducted by the Chair. Information on the time, as well as an agenda, will be distributed by the Chair via the common mailbox at least three business days before the VTC.

c. *Tri-Annual Meetings*:

(1) The purpose of the CWG meetings are to discuss and resolve common problems identified through the process described in paragraph 3 above, review open Action Items, and cross-feed information. Common problems discussed at the CWG would include issues best resolved by the full CWG.

(2) Meeting locations will rotate among the various AFMC centers, attempting to strike a balance between product centers, test centers, and maintenance depots. Meetings may also be hosted by other participants.

(3) Agenda:

(a) CWG meetings should generally devote the following approximate times to the listed areas:

- administrative time (1/4 day)
- host center issues (1/2 day)
- action item review (1/4 day)
- information cross-feed (1/2 day)
- discussion/resolution of common problems (1 1/2 days)

(b) Timeline for agenda development:

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<b>Timeline</b>	<b>Action</b>
8 weeks prior	ESC e-mails out "call for agenda topics" through the CWG mailbox (information crossfeed topics & discussion/resolution of common problems)
	Host sends out initial invitation letters
7 weeks prior	Members/participants submit topics
	ESC sends out consolidated topic list for prioritization
5 weeks prior	CWG members return "ballots" to ESC
	ESC ranks topics based on ballot results and consults with Chair on topics for the agenda
	ESC e-mails "call for briefings" to address the ranked topics
4 weeks prior	Members/participants submit briefing summaries to ESC
	In coordination with host and Chair, ESC finalizes meeting agenda
3 weeks prior	Host sends out final invitation packages with agenda
2 weeks prior	Complete briefing packages due to ESC in electronic format with read-ahead material
1 week prior	ESC publishes finalized agenda via the common mailbox and places read-ahead topics on the CWG homepage

(c) Host center can place local problems on agenda for discussion by CWG without process described in para 3.b.(2). Host center will have to initiate problem identification statement, para 3.b.(1). The time to discuss this problem will be included in their ½ day.

(4) Briefing/Handout/Read-ahead materials: Briefers must provide the complete briefing package with necessary read-ahead materials to ESC at least two weeks prior to the meeting. Otherwise they must bring their briefing summary, MS PowerPoint presentation, and 50 copies of their handouts/reading materials, punched for three-ring binders, to the meeting for distribution to attendees. Participants are expected to obtain and study the read-ahead materials from the homepage and be prepared to discuss the issue at the meeting. A complete briefing package will include:

- A one paragraph summary of the briefing (MS Word)
- The briefing slides (MS PowerPoint)
- Handouts/read-ahead materials (MS Word)

(5) Conducting the Meeting: The host center moderates the meeting and keep the group on schedule.

(6) Documenting the Meeting:

(a) ESC will provide the following information via the common mailbox within 2 weeks after meeting end:

- Updated action item list
- Issue statement for newly accepted common problems

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- One paragraph briefing summaries
- Results of breakout groups

(b) ESC will retain a copy of all meeting materials in the official CWG archive.

d. *CWG World-Wide Web Homepage*: The purpose of the CWG homepage is to make information available to all interested parties. The ESC representative maintains the CWG WWW homepage on the Hanscom AFB web site. ESC will post CWG documentation on the homepage to the maximum extent possible, included but not limited to:

- Purpose of the CWG
- CWG POCs
- VTC minutes, agenda, schedule
- CWG meeting schedule, agenda, action items
- CWG charter and conops
- Links to other P2 Homepages (e.g., PRO-ACT, NDCEE, AAPPSO, EnviroSense)
- CWG projects and products

<p>(<a href="http://www.hanscom.af.mil/Orgs/O_Orgs/AX/pollprev/appcwg.htm">http://www.hanscom.af.mil/Orgs/O_Orgs/AX/pollprev/appcwg.htm</a>).</p>
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e. *CWG Common mailbox*: The purpose of the mailbox is to facilitate information exchange and communication between CWG members and other participants. The ESC representative maintains and operates the common mailbox ([appcwg@hanscom.af.mil](mailto:appcwg@hanscom.af.mil)).

f. *PRO-ACT/Information Exchange*: This activity is controlled by AFCEE; however, its purpose is to provide research and information on hazardous material issues, ozone depleting chemical substitutions, and environmental compliance/protection. This forum can be used by the CWG to facilitate the migration of information to other AF and DoD agencies and organizations. This venue could share CWG products, summaries of resolved issues, and descriptions of CWG projects.

6. Voting: In situations where voting will be required, each primary member (or designated representative) will have one vote. Decisions will be determined by simple majority for cases where a consensus cannot be reached (At least nine members must be present for a vote to count).

- Exception: For acceptance of common problems, two or more yes votes is sufficient to accept the issue (see paragraph 3.b.(2)(d)).
- Ties: In the event of a tie, the item will return to the floor for additional discussion until consensus or simple majority vote is achieved.